

## **BUREAU OF BUDGET & MANAGEMENT RESEARCH**

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagatña Guam 96932

EDDIE BAZA CALVO GOVERNOR LESTER L. CARLSON, JR. DEPUTY DIRECTOR

RAY TENORIO
LIEUTENANT GOVERNOR

SEP 05 2018

## **BBMR CIRCULAR 19-01**

To: All Executive Line Department and Agency Heads

From: Deputy Director, Bureau of Budget and Management Research

Subject: Fiscal Year 2019 Budget Allotment Process and Staffing Patterns

The FY 2019 Budget Act (Public Law 34-116), sets out the spending plan for the Government of Guam for FY 2019.

Your department / agency staff should review the FY 2019 Budget Act thoroughly to determine the mandated reporting requirements and any restrictions or limitations that may be imposed on your department / agency. Additionally, please commence Request for Establishment of Account (EOA) and Budget Allotment Schedule preparations. An electronic copy of the Budget Act and budget forms will be made available on the BBMR website at <a href="http://bbmr.guam.gov">http://bbmr.guam.gov</a>.

## Please prepare your Budget Allotment Schedules per the following guidelines and conditions:

- Use the attached EOA and Budget Allotment Schedule. An EOA is *not* necessary for *existing* accounts being rolled over in the AS400 financial management system for FY 2019. EOA(s) and Budget Allotment Schedule(s) should be prepared for *new* program accounts only.
- In order to continue fiscal restraint, a fifteen percent (15%) reserve is imposed on <u>all</u> appropriations funded by the General Fund and all Special Funds (including for operations). The exceptions are those departments/agencies with specific exemptions per P.L. 34-116.
- All departments/agencies are to prioritize costs within established budget ceilings as follows:
  - Personnel requirements for filled positions (<u>excluding</u> increments and certification pay differential)
     Fund at 100%; also include Overtime requirements.
    - [Note: Pursuant to P.L. 34-116, Chapter XIII, Part I, Section 3, there is a freeze on all salary increments, promotions, reclassifications, merit bonuses, and any other upward pay adjustment from October 1, 2018 to September 30, 2019. Section 6 suspends Certification Pay Differential for the same period.]
  - 2. Utility Costs (Power, Water and Telephone) Fund at 100%
  - 3. Essential operational costs (i.e., contractual services for copier leases, office space rental agreements, etc.)
- Where applicable, affected departments / agencies Allotment Schedules for General Fund and Special Fund appropriations must total to the four (4) *Object Group / Category* levels specified in P.L. 34-116 (Personnel, Operations, Utilities and Capital Outlay).

• Along with the EOA(s) and Budget Allotment Schedules, departments / agencies are to submit updated (FY 2019 Current) Staffing Patterns for each division/program. Be reminded that the Staffing Patterns should reflect the new Government of Guam Retirement Fund Rate of Contribution of <u>26.56%</u> for FY 2019, pursuant to P.L. 34-116, Chapter XIII (Administrative Provisions), Part II, Section 3.

## **Allotment by Object Category**

- 111 Monthly releases (total appropriation levels divided by 26 pay periods months of November 2018 and May 2019 have 3 pay days) and distribute according to your agency's current master payroll listing.
- 112 Quarterly release upon pre-approval of an Overtime Plan using form BBMR F-15A available under "Circulars" on our website <a href="http://bbmr.guam.gov">http://bbmr.guam.gov</a>. Overtime Plans are due as soon as possible to avoid delays in overtime payments and should be planned for the full year.
- 113 Same process as 111 above. This should include cost requirements for Retirement and Medicare benefits, as well as Medical, Dental and Life benefits. Until further notice, utilize the FY 2018 *Government* contributions levels which are as follows:
  - SelectCare 2000 / TakeCare 2000:
    - o Class I \$1,246 / Class II \$1,986 / Class III \$1,671 / Class IV \$2,772
  - SelectCare 1500 / TakeCare 1500:
    - o Class I \$2,512 / Class II \$4,567 / Class III \$3,839 / Class IV \$6,340
  - <u>SelectCare Dental / TakeCare Dental:</u>
    - o Class I \$204 / Class II \$269 / Class III \$229 / Class IV \$373 [Note: NetCare Insurance will not be providing Medical & Dental coverage in FY 2019]
- 220 Release upon approval of each travel request
- 230 Full release for continuing and/or fixed contractual obligations
- 233 Full release in October 2018
- 240 Quarterly release of appropriation
- 250 Zero release until written justification is provided and approved by BBMR
- 270 Full release in October 2018
- 271 Full release in October 2018
- 290 Full release for fixed (recurring) miscellaneous costs (Local matching funds will be placed in reserve and released upon receipt of grant award)
- 361 Full release in October 2018
- 362 Full release in October 2018
- 363 Full release in October 2018
- 450 Zero release until written justification is provided and approved by BBMR

Your FY 2019 departmental Budget Allotment Schedules are due to BBMR no later than <u>Friday, September</u> 14, 2018, at the close of business.

Failure to comply to this circular will result in your department's/agency's inability to expend funds for operational requirements, such as for continuing contracts, etc. As such, it is important that your Budget Allotment Schedules are remitted by the established deadline so that BBMR may load appropriations/allotments by October 1, 2018.

LESTER L. CARLSON, JR.

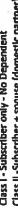
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112 Overtime/Premium Pay	24	40 Materials / Supplies	290 Misce	llaneous	700	Indirect - Local
113 Benefits	25	50 Equipment	361 Utilitie	s - Power	701	Indirect - Federal
220 Travel	27	70 Worker's Comp Bene	fits 362 Utilitie	s - Water	800	Expense Reimb
230 Contractual	27	71 Drug Testing	363 Utilities	s - Telephone		
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Gass I - Subscriber only - No Dependent
Gass II -Subscriber + spouse (domestic partner) only
Gass III - Subscriber + Child(ren) only - No Spouse
Gass III - Subscriber + Child(ren) only - No Spouse
Gass IV - Subscriber + Family (Spouse, Domestic Partner and/or Ex- Spouse via Court Order + Children)



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1/: NetCare Insurance will not be providing Medical & Dental coverage in FY2019.